

RISK MANAGEMENT WORKSHEET INSTRUCTIONS

The Risk Management Worksheet is generated for each project individually, based on the results of the Risk Assessment questionnaire and key risk items every project manager should monitor on a regular basis. The worksheet is to be completed on either a monthly or quarterly schedule (depending on the overall risk level of the project) and submitted to the ITPOC for review.

The project name, agency, project manager, and date the worksheet was prepared should be entered on the top of the worksheet.

The next section titled “Project Changes since the Last Report” consists of 10 questions. Circle either the yes or no answer and provide an explanation if requested.

The final section of the worksheet consists of identified risks from the Risk Assessment questionnaire by categories with a reference number tying it to the specific question on the questionnaire. The categories are: Strategic, Financial, Project Management, Technology, Change Management/Operational, Quality Assurance, and Security.

For these risks listed on the worksheet, the following must be provided:

PROBABILITY: The probability of an identified risk occurring. One of three answers should be entered: Very Likely, Somewhat Likely, or Not Likely.

PREVENTIVE MEASURES: A brief but clear description of what preventive measures will be taken to mitigate the risk. If a preventive measure was provided in a previous report and it is still applicable for the current report, then it is acceptable to enter a reference to that report (Example: same as noted on the 4/01/03 report).

Any new risks that the project manager is aware of that were not previously identified or generated from the Risk Assessment questionnaire should be added to the worksheet and reported on.